

SAMPLE OPEN ORDER REPORT IN EXCEL FORMAT

See Next Page for Column Header Definitions

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
1	97.2	7/6/07	ACQUISITIONS	FY07 : FY07 (0	ACQUISITIONS	FY07 : FY07 (0	2555	2555	Broude Broth	Firm Order	51	Bass tradition : past, pre	1
1	97.2	7/6/07	ACQUISITIONS	FY07 : FY07 (0	ACQUISITIONS	FY07 : FY07 (0	2555	2555	Broude Broth	Firm Order	53	Music of Oscar Pettiford,	1
1	97.2	7/6/07	ACQUISITIONS	FY07 : FY07 (0	ACQUISITIONS	FY07 : FY07 (0	2565	2565	Amazon.com	Firm Order	10	Dives Malus [sound reco	1
1	97.2	7/6/07	ACQUISITIONS	FY07 : FY07 (0	ACQUISITIONS	FY07 : FY07 (0	2565	2565	Amazon.com	Firm Order	26	History of Baroque music	1
1	97.2	7/6/07	ACQUISITIONS	FY07 : FY07 (0	ACQUISITIONS	FY07 : FY07 (0	2605	2605	EBSCO Subscr	Continuation	1	Mergent OTC industrial r	1
1	97.2	7/6/07	ACQUISITIONS	FY07 : FY07 (0	ACQUISITIONS	FY07 : FY07 (0	2609	2609	Brookfield Zo	Continuation	1	Zoo views / [Brookfield Z	1
1	97.2	7/6/07	ACQUISITIONS	FY07 : FY07 (0	ACQUISITIONS	FY07 : FY07 (0	2657	2657	Blackwell Boo	Firm Order	7	Thanksgiving program sc	1
1	97.2	7/6/07	ACQUISITIONS	FY07 : FY07 (0	ACQUISITIONS	FY07 : FY07 (0	2680	2680	EBSCO Subscr	Continuation	1	Popular photography & i	1
1	97.2	7/6/07	ACQUISITIONS	FY07 : FY07 (0	ACQUISITIONS	FY07 : FY07 (0	2709	2709	Dramatists Pla	Firm Order	23	By hex : a musical play (t	1
1	97.2	7/6/07	ACQUISITIONS	FY07 : FY07 (0	ACQUISITIONS	FY07 : FY07 (0	2709	2709	Dramatists Pla	Firm Order	29	Zulu and the Zayda, by H	1
1	97.2	7/6/07	ACQUISITIONS	FY07 : FY07 (0	ACQUISITIONS	FY07 : FY07 (0	2712	2712	EBSCO Subscr	Continuation	1	Heart & soul. /	1
15.	16.	17.	18.	19.	20.	21.	22.						
Art and Music	Single-part	Approved		10	1	0	FY07 : FY07 (07/06/2006 to 07/08/2007) : B 81 Music scores 100%						
Art and Music	Single-part	Approved		14	1	0	FY07 : FY07 (07/06/2006 to 07/08/2007) : B 81 Music scores 100%						
CDs	Single-part	Approved		17.98	1	0	FY07 : FY07 (07/06/2006 to 07/08/2007) : B 84 Audiovisual 100%						
CDs	Single-part	Approved		70	1	0	FY07 : FY07 (07/06/2006 to 07/08/2007) : B 84 Audiovisual 100%						
Reference Room	Subscriptio	Received Partial		0	1	0	FY07 : FY07 (07/06/2006 to 07/08/2007) : P 08 Print 100%						
Periodical Current	Subscriptio	Received Partial		0	1	0	FY07 : FY07 (07/06/2006 to 07/08/2007) : P 80 Print 100%						
BTC Reference	Single-part	Approved		48	1	0	FY07 : FY07 (07/06/2006 to 07/08/2007) : B 80 Books 100%						
Periodical Current	Subscriptio	Received Partial		0	2	0	FY07 : FY07 (07/06/2006 to 07/08/2007) : P 70 Print 50%						
Art and Music	Single-part	Approved		7	1	0	FY07 : FY07 (07/06/2006 to 07/08/2007) : B 81 Playwrights 100%						
Art and Music	Single-part	Approved		13	1	0	FY07 : FY07 (07/06/2006 to 07/08/2007) : B 81 Playwrights 100%						
Periodical Atrium	Subscriptio	Received Partial		0	1	0	FY07 : FY07 (07/06/2006 to 07/08/2007) : P 85 Print 100%						

OPEN ORDER REPORT COLUMN HEADERS												
1. Report ID												
2. Version number												
3. Report date												
4. Site												
5. Ledger name												
6. Order site												
7. Ledger name, fiscal-period dates												
8. PO number												
9. PO system ID number												
10. Vendor name												
11. Purchase order type												
12. Line item number												
13. Title and piece identifier												
14. Copy number												
15. Target location												
16. Line item type												
17. Copy status												
18. Invoice status												
19. Line item amount												
20. number of fund segments to follow												
21. Ledger ID used for sorting fund segments												
22. Fund name; if copy is allocation to more than 1 fund, additional fund names, ledgers, fiscal periods, and percentages will be included here												